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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Letter to Representative Frank Wolf regarding recent mark-up of H.R. 3757.

FROM: John L. Helgerson  
Director of Congressional

NO. OCA 88-0594

DATE 29 FEB 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Administration

RECEIVED

FORWARDED

2 MAR 1988

Nunt

2.

3. Executive Registry

03 MAR 1988

JK

4.

5. Executive Director

04 MAR 1988

JT

6.

7. Deputy Director for Central Intelligence

7 MAR 88

RC

8.

9. Director of Central Intelligence

10.

11. Return to Director of Congressional Affairs

12.

13.

14.

15.

EXEC REG

L-231-11

## Distribution:

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(29 Feb 88)

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Central Intelligence Agency

OCA 88-0594



Washington, D.C. 20505

7 March 1988

The Honorable Frank R. Wolf  
House of Representatives  
Washington, D.C. 20515

Dear Mr. Wolf:

I appreciate your letter of 19 February 1988 in which you describe the recent mark up of H.R. 3757, the Federal Employees Leave Transfer Act. I share your enthusiasm for what this measure can accomplish.

The amendment to the bill which permits the Agency to establish its own program was made necessary by the need to protect sensitive personnel information. Having gained this authority, I now take very seriously my responsibility to establish a leave transfer program which will not only meet the unique needs of our employees, but which will be exemplary for other agencies.

I am pleased to hear that the prospects for passage in the House are excellent and that the Senate is also likely to act favorably. This bill is indeed one in which everyone wins.

Sincerely yours,

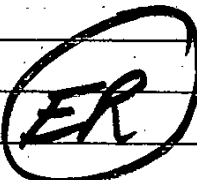


Robert M. Gates  
Acting Director of Central Intelligence

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ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS		X		
5	DDI				
6	DDA		X		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA	X			
14	D/PAO				
15	D/PERS		X		
16	D/Ex Staff				
17					
18					
19					
20					
21			X		
22					
SUSPENSE		COB, 2 Mar 88 Date			

Remarks D/OCA to have response prepared for  
DCI Signature.

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Executive Secretary

25 Feb 88  
Date

3637 (10-81)

To: The Director

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25 FEB 1988

☒ We plan to prepare an  
answer for your signature.

☐ We plan to prepare an  
answer for my signature.

☐ No answer expected or required

☐ John, I prefer to \_\_\_\_\_

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FRANK R. WOLF  
10TH DISTRICT, VIRGINIA

88-0811X

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TREASURY—POSTAL SERVICE—GENERAL  
GOVERNMENT

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AND FAMILIES

**Congress of the United States**  
**House of Representatives**

Washington, DC 20515

February 19, 1988

CONSTITUENT SERVICES OFFICES:

1651 OLD MEADOW ROAD  
SUITE 115  
MCLEAN, VA 22102  
(703) 734-1500

19 EAST MARKET STREET  
ROOM 4B  
LEESBURG, VA 22075  
(703) 777-4422

The Honorable William H. Webster  
Director  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Webster:


As you may know, H.R. 3757, the Federal Employees Leave Transfer Act, was marked up and reported out of the House Post Office and Civil Service Committee in early February. This bill will make leave sharing a permanent fixture in the personnel management of federal employees. It has an excellent chance of passing the House, and I expect the Senate to appreciate its concept as well. This is a program in which everyone wins.

By virtue of an amendment to H.R. 3757, the Central Intelligence Agency will be in a unique position to shape its own leave sharing program to help employees facing emergency situations. I urge you to seize this opportunity and make your agency's program one to be envied in the federal sector. A recent Federal Times editorial entitled, "The Gift of Time," notes that without this program, "employees who use up their sick leave and annual leave are faced with an impossible choice. They can choose to remain with their loved ones, or they can return to work to accrue additional leave, maintain their benefits, and, of course, earn a paycheck. They cannot have both."

This is an important program which will allow federal employees to help each other and I know you will give your best efforts in seeing that this gift is shared in the CIA. I would appreciate hearing about how you are managing the program.

With best wishes.

Sincerely,

  
Frank R. Wolf  
Member of Congress

FRW/jma

DCI  
EXEC  
REG

**Federal Times**  
February 8, 1988

# **Commentary**

Editorials • Letters • Columns

## **The Gift of Time**

Before long, federal employees may be making routine deposits to and withdrawals from a new bank. But this bank won't have guards or a vault or even cash.

The deposits and withdrawals will be for a commodity that for some people is even more important, if not elusive, than money. The commodity is time.

Throughout government, there are real life situations that place unforgiving demands on employees' time. There is the employee who learns he is a cancer victim and will need substantial time off for tests and treatment. There is the employee whose child or spouse is injured in an accident or contracts a life-threatening disease.

Without a leave transfer program, employees who use up their sick leave and annual leave are faced with an impossible choice. They can choose to remain with their loved ones, or they can return to work to accrue additional leave, maintain their benefits and, of course, earn a paycheck. They cannot have both.

Then came an idea. Suppose an employee who has leave that will go unused is allowed to give it to another employee who really needs it? Even if it takes place between people of different grades, the exchange should eventually level off, considering the huge pool of people involved.

Initial experiments with leave banks worked out well. Yet months have elapsed, and only a handful of people have benefited from this obviously popular idea.

The time for foot-dragging has passed. Within weeks the Office of Personnel Management will publish guidelines for expanding the program, under congressional authorization for fiscal 1988. All federal employees will be eligible to participate.

Now it is up to individual agencies to set up leave accounting procedures, screening committees for applicants and precise rules about eligibility. They must act quickly. Employees facing emergencies, and those anxious to help them, shouldn't have to wait more months while officials debate details.

We hope Congress will vote later this year to establish a permanent, governmentwide leave bank that gives serious consideration to allowing the exchange of both annual and sick leave. Under this year's expanded program, only donations of annual leave are allowed.

That's because annual leave is on a use-or-lose basis. But sick leave accumulates. The average employee uses only 8.5 of the 13 sick days allocated each year.

This all boils down to a challenge facing the federal work force. Under early experiments, sick leave donations were allowed and constituted much of the time donated.

Whether people will feel so free to part with vacation time is the question.

We hope so. Those who were able to participate in the pilot programs learned that deposits to the leave bank paid big dividends: the knowledge that they were helping co-workers when they needed it most.